

**EXTERNAL - Job Order Detail**  
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

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**Department:** DEPARTMENT OF LABOR & INDUSTRY

**Division:** Office of Community Service

**Date Posted:** 07/08/2008

**Job Category:** Business and Financial Operations

**Position  
Number:** 66237010

**Position Title:** CITIZEN CORPS PROGRAM SPECIALIST

**Location:** HELENA

**Job Status:** Full Time Permanent

**Salary:** \$30,817.00 to \$38,552.00

**Salary Unit:** Year

**Additional Salary Info:** Applicants' qualification will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

**Shift:** Daytime

**Band:** 6

**Closing Date:** 07/18/2008

**Supplement  
Required:** No

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Applications must be received by 5:00pm on the closing date.

**Apply to your Local Montana Job Service Center**

- OR -

**State Agency:**

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

**Phone:** (406) 444-3710

**Fax:** 444-3685

**TTY:** 444-0532

**E-mail:** [dliapps@mt.gov](mailto:dliapps@mt.gov)

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**Special Information:**

Travel several days a week is required. For further information about DLI agency and job application materials see: <http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

**Duties:**

This position is responsible for strengthening awareness and preparedness of the citizens of Montana by supporting increased community preparedness for disasters and emergencies. This position coordinates with the State, Local and Tribal Citizen Corps Councils, the Governors Office of Community Service and the Office of Homeland Security Coordinator in this effort. The position coordinates preparedness activities to ensure that elected officials, first responders, emergency management, volunteers, and citizens are aware of and involved with local and state emergency training opportunities. The position is responsible for creating a sustainable statewide model. The position will create a statewide plan and organizational structure for local and Tribal Citizen Corps Councils in addition to working with agencies to develop a special needs population-planning template.

**Competencies:**

The successful candidate must have the ability to model high standards of honesty, integrity, trust, and openness. Know, understand, and follow through with the correct standards of conduct and moral judgment required; is willing to act outside the norm when needed to adhere to ethical principles. Communicate and demonstrate actions in a consistent manner. Respect others, regardless of individual capabilities, agendas, opinions or needs. Build short- and long-term relationships with people critical to work and project success. Be respected as a valid resource through consistent actions and behaviors. Build relationships by bringing conflicts and disagreements into the open, as appropriate. Make appropriate or acceptable compromises in order to meet goals and to gain cooperation from others. Also must work cooperatively with others as part of a team as opposed to separately or competitively.

Also must be able to commit to a sensible, logical and effective action after considering alternative actions and their consequences on the resources, constraints, and values of an organization. Provide timely and concise information to others verbally, nonverbally and in writing and helps others communicate effectively. Be an employee with strong communication skills ensures that communication occurs among all organizational levels, between all appropriate people and encourages open expression of ideas and opinions. Listen effectively, transmit information accurately, understandably and appropriately and actively seek constructive feedback. Identify and seize opportunities; display an independent, energetic spirit and readiness to undertake or experiment to improve the organization.

Share information, feedback and knowledge (two-way communication) with key persons inside and outside of the organization to ensure successful project outcomes and/or improvement. Includes training, teaching and coaching others. Actively steps into a leadership role.

Use reason and logic to identify and solve problems. Use reasoning, vision, and creativity to reach conclusions and decisions. Understand cause and effect relationships, recognize similarities and differences in situations, and apply knowledge to help make effective decisions or to come up with new ways to accomplish a task.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

**Education/Experience:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a bachelor's degree in public administration, business administration, finance, marketing, public relations, economics or a related field and at least one (1) year of job-related work experience. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

**Application materials required initially for this position include the following:**

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

Applications & Selection Process requirements:

1. SIGNED (typed signatures are considered) and COMPLETED State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials.

\*\*\*If reasonable accommodations are required, please notify Office of Human Resources (406) 444-3710/444-4534 in advance.